



November 2001

Important Health Benefits News for Benefits Administrators

Upcoming Events

NOV

Nov. 1 - 30 ♦ Annual Enrollment for Flexible Reimbursement Accounts

Nov. 26 ♦ Medicare retiree rate notification mailed

Nov. 28 – 30 ♦ Human Resource Conference, Virginia Beach

DEC

Dec. 5 ♦ Deadline to key Flexible Benefits Annual Enrollment elections in BES

Dec. 19 ♦ Employee Annual Report published

JAN

Jan. 1 ♦ Happy New Year and Welcome 2002!

Jan. 1 ♦ New Medicare retiree premiums go into effect

Jan. 9 ♦ General Assembly convenes for 8-week session

Jan. 12 ♦ Governor-elect inaugurated

Published by the Office of Health Benefits,
Virginia Department of Human Resource
Management

B.A. Bulletin

Quick References Coming For Enrolling and Making Changes

Beginning in December, the Department of Human Resource Management's Web site will provide an Enrolling and Making Changes link on the Health Benefits section of the site at www.dhrm.state.va.us/hbenefit.htm.

Employees will be able to find handy references on Open Enrollment, enrollment options and all qualifying mid-year events.

The information includes changes that can be made, what actions to take, when the change is effective, and step-by-step instructions on using EmployeeDirect.

The quick reference sheets, along with BES Keying Instructions, will be distributed to Benefits Administrators before the Human Resource Conference. Also look for the conference session on qualifying mid-year events.

Reminder on 31-Day Period for Election Changes

Once an employee has submitted an election within 31 days of a qualifying mid-year event, that election is binding and may not be changed after it takes effect. The reason: Changes may not be made retroactively once an election is effective. Example: A new employee is hired on Sept. 24 and gives notice on Sept. 25 that he wants to enroll in Single membership. His election is effective on Oct. 1. Once it becomes effective, he cannot come back on Oct. 3 (even though it is still within the 31-days) and change his election to another membership category.

**Commonwealth Mailing Systems
Holiday Schedule:** Closed on
Thanksgiving and Christmas Day.



For Your Information...

Trigon's drug prior authorization form is on the Web at <http://state.trigon.com>. When you access the site, go to the Forms link. Included is a list of outpatient medications that require prior authorization.

New Retiree Newsletter Unveiled

Medicare retirees will receive the new *Open Forum* newsletter in late November in their rate notification packages for Jan. 1, 2002. The newsletter will be published twice a year – in the fall for Medicare retirees and in the spring for non-Medicare retirees.

Enclosed in the rate notification will be the following materials:

- Memo to Medicare retirees
- Medicare Plan Options brochure
- Retiree monthly premiums
- Retiree Enrollment/Waiver form
- *Open Forum* newsletter
- Prescription Drug flyer
- Plan Member Handbook amendment (except for Advantage 65)

Benefits Administrators will receive a cover memo and these materials soon.

**The end of 2001 is the last chance
Medicare retirees have to add
dependents without a qualifying mid-
year event (enrollment form must be
received by Dec. 31).**